



Job Opportunity

State Controller's Office

Position: Staff Services Analyst (General)

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: March 30, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the Senior Management Auditor the incumbent will provide analytical support and assist the Training Coordinator in duties and responsibilities related to the Division of Audits training and recruitment programs. Specific duties include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist the Training Coordinator in performing training activities for division staff and management located at the Sacramento and Culver City locations. Analyze and evaluate audit staff training needs and develop both in-house and out-service instructional training courses. Training course subjects include audit classes, computers classes, other out-service requests, and conferences. Maintain and scrutinize training expenditure records to ensure expenditures are appropriate, within budget, and that payment is made in a timely manner. Schedule in-house classes; reserve training rooms; and prepare class handouts, rosters, and course materials. Schedule and set up library video viewings, and order videos/DVDs.
- Track and monitor Continuing Professional Education (CPE) training requirements for audit staff. Using the training database system, maintain and analyze training records, ensuring that documentation for each credit hour complies with CPE requirements. Monitor staff progress toward meeting the CPE requirements on a quarterly basis, providing written reports to auditing staff. Provide analysis to management regarding the division's compliance with CPE minimum training hour requirements for the two-year training cycle. Interact with staff and management and act as liaison between management and departmental training coordinator. Assist in the development of the division's Training Policy and Plan.
- Assist the Recruitment Manager in developing and updating the division's recruitment plan (exploring new methods) to fit the changing needs of the division). Coordinate the efforts of the Recruitment Subcommittee who market the division's employment opportunities and facilitate the hiring process.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Participate in career fairs (sponsored by colleges and professional organizations). Analyze recruitment data to develop a Spring and Fall recruitment schedule. Assist in coordinating networking with college career centers, business departments, and accounting societies. Provide reports to management on the status of recruitment efforts.

- Assist Library Coordinator in maintaining the Division of Audits library. Maintain and update library expenditure records for library publications and subscriptions. As directed by the Library Coordinator, prepare and place purchase orders for library materials (videos, newsletters, and publications).

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits
300 Capitol Mall, Suite 418
Sacramento, CA 95814

Attn: Laura Nicholls